

RESPONSIBILITY AND AUTHORITY

1833

(No. 64 July 2007)

Responsibility for implementation of the CAL FIRE physical fitness program begins with the individual emergency response employee and is shared by his or her supervisor and unit manager. They will be assisted by designated physical fitness coordinators.

To fulfill their responsibilities, employees, supervisors, managers and physical fitness coordinators are authorized to use state time to participate in the physical fitness program as outlined in Sections 1835 through 1838. They are also authorized to use exercise facilities in accordance with Section 1834.2. Managers are authorized to spend state funds to purchase exercise equipment in accordance with Section 1834.3. Supervisors and managers are authorized to obtain medical clearance of subordinates, when appropriate, in accordance with Section 1834.1.

Employees, supervisors, managers, unit chiefs and physical fitness coordinators are held accountable for the responsibilities, requirements and procedures herein, as they specifically apply.

EMPLOYEE'S RESPONSIBILITIES

1833.1

(No. 64 July 2007)

Each individual emergency response employee (i.e., Fire Fighter I, Fire Fighter II, Fire Apparatus Engineer, Fire Captain A, Fire Captain B, Fire Captain (Paramedic), Fire Fighter II (Paramedic), and Fire Apparatus Engineer (Paramedic)) is required to:

- Work toward maintaining strength, endurance, flexibility and the overall ability to perform each physical task required for successful job performance. (See Sections 1834, 1835, 1836 and 1837.)
- Practice safe and effective exercise techniques. (See the CAL FIRE Physical Fitness Guidelines supplement.)
- If required or permitted to exercise during work time, comply with recommendations, standards, limits and documentation requirements in Sections 1834 to 1838.
- Develop his or her own written physical conditioning goals and conditioning plan as outlined in the CAL FIRE Physical Fitness Guidelines supplement.
- Reevaluate and modify his or her own physical conditioning plan appropriately. (See the CAL FIRE Physical Fitness Guidelines supplement.)

Assess his or her own health before starting an exercise program per the Physical Fitness Guidelines supplement, and when required, obtain medical clearance. ([See Section 1834.1.](#))

SUPERVISOR'S RESPONSIBILITIES

1833.2

(No. 64 July 2007)

Each immediate supervisor of direct emergency response employees (e.g., Battalion Chief [Supervisory] in a fire control operations [field Battalion Chief] assignment or Assistant Chief [Supervisory] in a Camp Division Chief assignment) is required to:

- Visibly participate in physical fitness activities to provide leadership. (See Section 1836.)
- Participate in his or her own fitness program consistent with the requirements of the job. (See Sections [1834](#), [1835](#), [1836](#) and [1837](#).)
- Ensure that appropriate employees participate in physical conditioning. (See Section 1836.)
- Evaluate employee physical fitness conditioning plans, activities and performance. (See Sections 1837 and the CAL FIRE Physical Fitness Guidelines supplement.)
- Ensure that periodic functional and safety checks of exercise equipment are done, and that the equipment is properly maintained.
- Ensure that safe and effective exercise techniques are practiced by subordinates. (See the CAL FIRE Physical Fitness Guidelines supplement.)
- Ensure that training on safe and effective exercise techniques and development of conditioning plans is provided when needed.
- Document physical fitness training and conditioning. ([See Section 1838.](#))
- Encourage subordinates to continue their daily exercise programs on days off and vacation.
- Meet all employee's responsibilities listed in Section 1833.1.

MANAGER'S RESPONSIBILITIES

1833.3

(No. 18A May 1999)

Each manager of emergency response functions, who directly supervises field Battalion Chiefs (i.e., Division Chief) is to:

- Visibly participate in physical fitness activities to provide leadership. ([See Section 1835.](#))
- Maintain his or her own physical ability consistent with the requirements of the job.
- Ensure that supervisors and their subordinates carry out their physical fitness related responsibilities. (See Sections 1833, 1833.1 and 1833.2.)

UNIT/STAFF CHIEF'S RESPONSIBILITIES

1833.4

(No. 18A May 1999)

Each Unit or Staff Chief is to:

- Visibly participate in physical fitness activities to provide leadership.
- Maintain his or her own physical ability consistent with the requirements of the job.
- Appoint a unit physical fitness coordinator and ensure proper training. (See Section 1833.5.)
- Approve exceptions to voluntary and mandatory exercise when required to meet department needs, e.g., for all-day unit meetings, all-day training or other special circumstances.
- Provide program direction and motivation.
- Ensure that appropriate physical fitness information is provided for employees.
- Ensure that appropriate and safe exercise equipment and facilities are provided, as needed, to the extent feasible.
- Ensure staff participation in relevant physical fitness activities.
- Ensure that supervisors and their subordinates carry out their physical fitness related responsibilities.

UNIT PHYSICAL FITNESS COORDINATOR'S RESPONSIBILITIES

1833.5

(No. 18A May 1999)

An individual shall be designated and trained as the physical fitness coordinator in each unit. The designated coordinator will normally be assigned this responsibility in addition to other duties. Units may assign more than one physical fitness coordinator. Region coordinators may be appointed at the discretion of the Region Chief.

The physical fitness coordinator is to:

- Visibly participate in physical fitness conditioning. Demonstrate successful progress in developing and maintaining aerobic, strength and flexibility fitness. Demonstrate success in controlling weight and maintaining a lean body composition.
- Serve as a local technical expert on physical fitness conditioning, weight control and nutrition.
- Assist employees to develop individualized exercise programs in accordance with established procedures.
- Assist supervisors to train employees on safe and effective exercise techniques.
- Assist supervisors to monitor exercise sessions and ensure that safe and effective exercise techniques are practiced.
- Assist managers in purchasing appropriate exercise equipment.
- Evaluate off-site exercise facilities and advise management.
- Assist supervisors and managers on physical fitness related issues, as needed.
- Facilitate the flow of program-related information between employees, supervisors, managers and physical fitness program staff.
- Assist management in developing procedures to ensure unit staff are able to accomplish their physical fitness related responsibilities.
- Conduct physical fitness assessments, instruct group exercise classes, and monitor exercise sessions.
- Plan, implement and promote physical fitness events and activities.

- Attend periodic CAL FIRE-sponsored physical fitness coordinators' training and keep up-to-date on program-related information, techniques, procedures, issues and trends.
- Meet all employee's responsibilities listed in Section 1833.1.

DEPARTMENTAL PHYSICAL FITNESS COORDINATOR'S RESPONSIBILITIES

1833.6

(No. 18A May 1999)

A qualified individual will be assigned as the department's physical fitness coordinator. For the purpose of this policy, the departmental physical fitness coordinator is to:

- Visibly participate in physical fitness conditioning. Demonstrate successful progress in developing and maintaining aerobic, strength and flexibility fitness. Demonstrate success in controlling weight and maintaining a lean body composition.
- Serve as the department's technical expert on physical fitness evaluation, conditioning, weight control and nutrition.
- Advise management on issues and policies related to the physical fitness program. Develop and update physical fitness procedures, guidelines and policies.
- Evaluate unit physical fitness programs and the effectiveness of the department's program and report to management.
- Train, certify and observe unit and region physical fitness coordinators.
- Train supervisors on their physical fitness responsibilities.
- Provide training on principles of exercise conditioning, individual exercise programs, and safe and effective exercise techniques.
- Produce and revise written and illustrated references and training materials about physical conditioning for emergency response employees.
- Assist unit coordinators and managers in purchasing appropriate exercise equipment and evaluating off-site exercise facilities.
- Attend appropriate conferences or training to keep up-to-date on physical fitness related information, techniques, procedures, issues and trends.
- Meet all employee's responsibilities listed in Section 1833.1.

[\(see next section\)](#)

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